



Papermill Creek
Children's Corner

Parent Handbook

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This parent handbook describes Papermill policies, programs and procedures. Separate handouts contain more detailed information.

Papermill Creek Children's Corner is a comprehensive program that offers a developmental curriculum to prepare all children for success in school. The curriculum and schedules at Papermill are closely aligned with the Shoreline Unified School District. Papermill also provides many resources to families including: sliding scale scholarships, parent education and support services, bilingual activities, and referrals to health and social services.

Admissions Policy:

As a non-profit 501c3 tax-exempt organization, Papermill is administered by a paid Executive Director and a volunteer board of parents and community members. The Papermill board meets monthly to provide guidance and support to staff, organize events and ensure the smooth and legal operation of the school. Papermill Board meetings are open to the public as required by law. Enrollment forms are accepted year-round for children ages 4 to 5 years old, at a first-come, first-served basis depending on availability. All children are welcome into our program regardless of race, creed, color, sex orientation, national origin or disability.

Enrollment:

If you need help filling out any form, please stop in the office. **Enrollment packets and applications for scholarships must be renewed every fall.**

Schedules and Attendance

Hours of Operation:

Papermill is open Monday – Friday from 8:30am-5:00pm. The following time slots are available for your child's regular schedule: *Check the attached fee schedule for additional charges for late pick up.*

- 8:30am -1:30pm
- 8:30am -3:00pm
- 8:30am -5:00pm

It is important to remember that Papermill closes at 5:00pm.

Changing Schedules:

Regular weekly schedules may be changed (days added, reduced to the program minimum, or changed from one day to another) with advance notice and pending availability. This notice must be given at least two weeks prior to the beginning of the month in which the change will occur. Changes will occur at the start of the following month or as soon as is feasible.

Exchange/trade/make-up of enrollment days for any reason is not available.

Drop-in Care:

If you need your child to attend on an unscheduled day, drop-ins during regular operating hours are generally available, space permitting. We require at least 24-hour notice to allow for appropriate staffing, though we also endeavor to respond to families' unforeseen needs whenever possible.

Absences:

When your child is sick, or won't be coming to school for any reason, please call Papermill before 9:00 AM. When in doubt, please keep your child home to ensure the health of all children and school staff.

Vacation Credit:

Families are entitled to one--week vacation credit per school year, provided that notice is given at least two weeks prior to the beginning of the month in which the vacation will take place.

Leaves of Absence for Extenuating Circumstances:

For leaves of absence of two weeks or more, tuition will be partially credited and your space reserved. Notice must be given at least two weeks prior to the beginning of the month in which the leave will occur. If a leave of more than two months is taken you may forfeit your slot in the program. Please talk to the Executive Director for any leaves of absence.

Fees and Tuition:

- Your first month's tuition and enrollment fees are due before your child's first day of school.
- Regular monthly tuition is billed at the beginning of each month and is due on or before the 15th of the month. **There will be a late fee for tuition received after the 15th.** For current rates please see the fee schedule.
- The fee schedule is reviewed annually. If there is to be an increase or revision to our fee schedule, we will notify you 30 days in advance of the date the change will take place.

- Papermill bills a materials fee 3 times a year in September, January and June in order to support high quality and up to date materials and field trip costs. For current rates please see the fee schedule.

Transition into the Classroom:

Signing In and Out:

It is important to sign your child in and out every day. This is a safety issue and a licensing requirement. All parents must sign their children in and out each day noting the exact time of arrival and departure. Your legal signature must be used when signing in and out.

Here are our recommendations to help your child transition as smoothly as possible:

- always speak about school to your child in a positive way
- show excitement and confidence about the transition to preschool
- communicate with the staff to help your child transition with as much ease as possible
- for the first few days, be sure you can be contacted easily by phone and keep a flexible schedule in case your child or the teachers need to contact you with questions

Daily Schedule:

8:30-9:00 Morning Routine- Health Checks/ Welcome/ Sign-In
 9:00-9:30 Breakfast (optional)
 9:00-9:50 Welcoming and Independent Learning
 10:00-10:30 Happy Feet (Whole group physical activities)
 10:30-11:00 Small Group Learning Activities
 12:00-12:30 Lunch
 12:30- 1:30 Outdoor Learning Centers/ Independent Exploration/Dismissal
 1:30-2:30. Rest Time/ Quiet Activities
 2:30- 3:00 Outdoor Exploration/Snack/Dismissal

3:00-5:00 End of Day Activity/ Dismissal

Arrival:

The Preschool day begins at 8:30 AM. It is very important that you drop off your child on time so that they can enjoy Morning Circle and have time to adjust before snack and outdoor time. Your child looks forward to the opportunity to be a part of this time and it is very disruptive when they come in the middle or end of the circle.

Departure:

- Pick up time is the time you have previously scheduled, and **no later than 5:00 PM.**
- There is a fee for pick up after your regularly scheduled time unless approved by the director in advance. For current rates please see the fee schedule.
- If someone other than you is dropping off or picking up your child, please make sure that this information is conveyed to him or her, and that the Executive Director is notified by phone or written message in advance. Anyone picking up your child must be on file. If the staff does not know them, identification will be required.

What to Bring to School:

Medication:

Medications, both prescription and over the counter, are rarely given at school; the only exceptions involve special or serious problems where it deemed necessary by the physician that the medication be given during school hours. The parent is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside school hours whenever possible. Medications will not be administered at the center unless accompanied by a doctor's authorization, with written approval and instructions from a child's parent/guardian. The proper form, as required by California Community Care Licensing, must also be completed and submitted. Each child's medication is kept in an individual locked medical bag. As medicine reaches its expiration date, it will be returned to the parent. If your child has medication (such as an asthma inhaler or antibiotics) that is needed during their school day, please provide written instructions regarding dosage, time, duration and a signature and give to your child's teacher. **No medication will be administered without the proper documentation/consent forms.**

Record Keeping and Notification Procedures:

- Maintain a written record of when the medical orders have been performed, including if medications have been administered and inform the parent/authorized representative of each occurrence when the medical orders have been carried out.

- The Centrally Stored Medication and Destruction Records form (LIC622) is available for maintaining records.
- Maintain, in the child's file, a copy of the parent/authorized representative written authorization.
- Maintain, in the child's file, a copy of written medical orders of the physician.
- Once medication period is completed (per prescription & physician's instructions), such will be documented and put in child's file. Any medication left will be return parents.

Mealtimes:

- Breakfast and lunch and afternoon snack are provided daily to all children.
- Please include water each day with your child's lunch so your they may drink water and carry their bottle if they wish too.
- **Juices or soda are not allowed at school.**

Clothing:

Every child needs extra clothing at Papermill. Please pack clothing that your child can put on by themselves, and that will fit in their cubby.

Please restock the following items regularly: 1 long sleeve shirt, 1 short sleeve shirt, 1 pair of shorts, 1 pair of pants, 2 pairs of socks, 2 pairs of underwear, 1 sweatshirt, and 1 hat.

Children's shoes need to be easy to get on and off, as well as sturdy enough for comfortable running, jumping and playing. We require close--toed shoes i.e. No sandals, rain boots, or heeled boots.

Please get into the habit of labeling everything that comes to school. Do check the Lost and Found basket regularly.

Sunblock:

In general, please apply sunblock to your child before they come to school. If you would like us to apply sunblock on your child during the day please provide written permission with a signature as well as the sunblock. We are unable to apply sunblock without this permission.

Rest Time/Quiet Time:

Rest Time/Quiet Time is offered to all students daily at approximately 1:15 pm. Papermill provides a raised cot for each child. Parents are required to provide bedding. Bedding is stored individually

in closed-plastic bins labeled with child's name and sent home each week to be laundered. Cots are clean and sanitized after each use.

Children's Behavior at School:

Papermill expects that children and families will thrive and grow in the environment and will learn the school's rules of conduct. Parents are encouraged to speak with the Executive Director if they feel this is not happening with their child.

If the staff has concerns or questions regarding a child, the following procedure is used:

- Teachers are trained to skillfully direct behavior along appropriate channels. Children are encouraged to verbalize their feelings to learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors.
- Parents will be contacted for a conference and staff will work with parents to try to determine the best course of action for their child and the others at school.
- If teachers feel they are having difficulty working with a particular child, they may require an observation by a specialist at school or a referral to an appropriate specialist for testing. Currently Papermill has an Early Childhood Mental Health Consultant on a part--time need basis for observations and consultation.
- Parents, staff, and specialists will work as a team to resolve areas of concern. It may be determined that Papermill is not the best environment for the child.
- At the discretion of the teacher, preschool age children who bite or who are violent in any way will be sent home for the day.
- When children's behavior shows persistent patterns of inappropriate behavior or becomes a danger to self or others, the child will be referred to appropriate services and may be asked to withdraw from Papermill permanently.
- **Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest or toileting.**

Mandated Reporting:

If any Papermill staff suspect that a child is experiencing abuse at home or anywhere else, they are required by law to file a report with Children and Family Services. Parenting is one of the hardest jobs there is, and Papermill's dedicated staff is here to support you in any way possible. The Executive Director is also available to provide support to parents in finding confidential services for their needs.⁵

Parent Responsibilities:

Parent Co-op Hours:

Involvement in your child's education is a reliable predictor of long-term student success. Papermill relies on parents to be an extra pair of helping hands during the school day, and parents are required to give 4 hours per month in co-op duties. To sign up for co-op duties, please contact the Executive Director. ***If you are unable to perform co-op duties, you must pay the monthly buy-out fee.*** Please see the current fee schedule for the buyout rate.

Parent Fundraising Hours:

While financial support in the form of tuition is essential to the life of the school, active involvement in fundraising is equally indispensable to keep our nonprofit school running. ***About half of Papermill's annual operating costs are covered by monthly tuition, the other half is raised through fundraising activities.***

Families must volunteer for 12 fundraising hours each year. When performing fundraiser duties, parents must be fully available to work, having made adequate childcare arrangements to allow for their full participation.

If you are unable to perform your fundraising hours, you must pay the annual buyout fee. This buyout may be split in two payments, with a \$150 payment billed in November, and another \$150 payment billed in April.

Parent Meetings:

Throughout the school year, parent meetings will be held. These are an opportunity for parents to build community at the school, and to learn about important policy and program matters. We will discuss curriculum, have guest speakers, plan for fundraisers, etc. Meetings are frequently combined with dinner.

Transportation:

No transportation currently provided. Parents are responsible for transporting their child to and from the program.

Field Trips:

The field trip consent form is signed as part of the enrollment packet. Most of our trips are local, and the children are supervised at all times. Parents may be asked to contribute to a trip with special costs (e.g., beach visits, pumpkin patch). If this is a problem for you, inform the Executive Director and the cost may be waived. We rely on parents to drive for field trips. Please let us know if you can help. We will need a copy of your liability insurance and driver's license at least one week in advance of a scheduled field trip.

Communication with Parents and Staff:

Contacting Staff:

If you wish to speak with a staff member, please send them an email (email format: first name, last name @ papermillcreek.org) or call Papermill at 415-663-9114 and leave a message specifying a convenient time for them to call you back. ***Please see the Staff/Board Directory for current contact information.***

Cubby Boxes:

Each child has a cubby in the entryway. Please check your child's cubby daily for soiled clothing, arts & crafts, notes home and flyers for upcoming events.

Bulletin Boards:

There are bulletin boards where important information is regularly posted for school and community events and resources. Parents and community members are welcome and invited to post information for other families with the approval of the Executive Director. Please check the bulletin boards regularly.

School Newsletter:

A newsletter will be distributed monthly. The primary purpose of the newsletter is to communicate school-related information to the parents. A seasonal calendar of important school dates will be included in the newsletter. Parents are welcome to contribute to the newsletter.

Parent/Teacher Conferences:

We schedule teacher/parent conferences twice a year, but you may request a conference at any time.

Illness and Injury:

Illness:

Parents sometimes have difficulty judging whether a child should come to school. Most of the time, if you are unsure, it means the child needs further rest at home. For the well-being of all children and staff, children with vomiting, streaming nose, cough, nausea, diarrhea, skin diseases, fever, lice, conjunctivitis (pink eye), scabies, contagious illness, etc. need to stay home until **fully recovered** (usually a full day free from symptoms). **Sick children will be sent home. If a student is diagnosed with a communicable illness; a notice will be placed in each cubby and posted at the school.**

Accidents/Injuries:

First aid is administered to children with minor ailments, such as scratches, bruises, etc. We are only allowed, by law, to wash with soap and water, apply a Band-Aid or apply ice to minor cuts, scratches and bruises. These types of ailments are documented in written form and parents are advised either verbally or in writing. If medical attention is required, teachers will call the parents first. If the parents cannot be reached, and if an emergency release is on file, the child will be taken to the Point Reyes Medical Clinic or to a hospital emergency room via ambulance for medical treatment at parent's expense. Papermill staff will utilize the parent permission slip allowing a physician to proceed with treatment. Please be sure to keep all emergency information current for your child. Dental emergencies procedures will be as follow:

Knocked-out tooth – Tooth will be handled as little as possible, will not be wipe or clean. Tooth will put milk/water cup. Parents will be contact immediately to take child to dentist.

Broken Tooth – Child will rinse mouth with warm water. Cold compresses will use on area to keep swelling down. If broken piece is found, it will be placed in a container to take to dentist for examination purposes. Parents will be contact immediately to take child to dentist.

Emergency Kits:

Papermill Creek Children's Corner would like to be ready for any type of emergency, so, we are asking families to provide emergency bags for their children. We would like to have a special bag for each child, should an emergency happen. We are asking you to place a water bottle, a snack, maybe a comforting picture and a small blanket in these "care packages". These supplies should be small enough to fit into a large zip lock bag with your child's name written on the outside in a black sharpie marker.